



## HALLOWEEN EVENT Notes

Event scheduled for Saturday, October 28 from 4-6 pm

NUFL is sponsoring the event

Encourage residents along the trail to decorate and dress up

Trick or Trail

Partner with Ridge Road Elementary

Doug McDowell has access to a kiddie train from NLR pilots group at airport

Reach out to churches, businesses, and organizations to give out candy and goodies

Pumpkin roll

Food truck opportunity

NLR Animal Shelter mobile unit

Marjorie Forest – depending on schedule and health concerns might be able to be a clown for the event

Jennifer Johansen can't attend meetings until September but is able to make calls to contacts

6/13/17

First planning meeting held at North Bar. No one attended.

Need to reschedule

Sent email to Glenda Parker at North Heights Recreation Center about using meeting space from 6-7 pm on July 5

Doodle Poll – Rita Friend, Jennifer, Michelle Nance

Lauren Heil from St. Luke's also interested

Next meeting TBD using Doodle Poll - <https://doodle.com/poll/x4uiqazfki33cska>

7/6/17

Location: North Little Rock Community Center

Attendees: Jenna Rhodes, Margaret Waters, Maisie Miles, Crissa George

Notes

Maisie can help contact businesses

Crissa can pass out flyers to businesses

T-shirt shop is interested in trail events

Can invite neighbors to decorate fences

Margaret can contact churches

Crissa will call Regional VP for LA Fitness about having a table at the event with a fitness activity

Mini pumpkin decorating – fundraising idea

Kiddie train rides – fundraising idea

Pumpkin roll – \$5, farthest roll wins half the pot – fundraising idea

#### Event Specifics

Dr. Galvin will be a vendor at the event and bring his spine and wear his glow in the dark skeleton suit!

#### Action Items

Ask LBA to contact all businesses along the Levy Trail

Put together flyer with info about this event and the other 3 as well

Consider other names from Zombie Walk (churches might object to this name)

Find out who put on Trick or Trunk event in the past, ask questions, get contact list

Determine how NUFL is going to be involved

Determine if we are serving food and if not, let food trucks know we'll be having an event and invite them to come (determine what paperwork needs to be done to have food trucks)

Figure out how big/how much of the trail to use for the event

Ask Arts Marine about using their parking lot

Talk to animal shelter about bringing mobile unit to event

Connect with Hobby Lobby/Michaels about doing face painting or other arts and crafts activity on trail

Connect with Callie Mathews about face painting or other activity on trail

Connect with BACA / RB4K about bike activity on trail

Connect with St. Joseph about having a table with produce and promoting their Saturday markets at the event

Next meeting 7/21/17 from 5:00 – 6:00 pm at Arvest in Levy

7/21/17

Location: Arvest in Levy

Attendees: Jenna Rhodes, Maisie Miles, Crissa George

## Notes

Crissa will reach out to LA Fitness again about being involved and developing an activity

Maisie will call St Joseph about tabling and pumpkin availability

Jenna will attend future LBA and PHBMA meetings to share info on events

Connect with Neighborhood Services about tables, chairs, PA system (need count of how many we need)

Costume parade

Maisie will check on grill availability through Arvest

What is the church on W 38<sup>th</sup> St?

Figure out volunteer needs and duties

Crissa (Residence Inn and Fairfield) can possibly donate 200 dogs/buns/condiments

Call CAW about water donations

Call Target re: volunteers

Maisie might have some volunteers from Arvest

Jenna look at NNO connects and reach out

Arvest can make popcorn and we can sell for 25 or 50 cents a bag as Coalition fundraiser

Maisie can get starting petty cash, money boxes/bags, money counters

Contact other banks re: giveaways, tabling, donations, volunteers

Need volunteers for:

- Set up

- Tear down

- Traffic management at intersections

- Grilling

- Selling food

- Vendor check in

- Costume parade management

Reach out to Camp Robinson for youth group volunteers

Talk to Kroger about mini pumpkin availability

Event somewhere between W 38<sup>th</sup> and W 34<sup>th</sup>

Maisie will develop draft flyers

Create Dropbox folder with event tracker

\$3.00 – hot dog, bun, condiments, small bag of chips, bottle of water, small pumpkin  
(possibly use popcorn bags or boats for hot dogs)

\$1.00 – train rides

We need:

Tables

Chairs

PA system

Traffic management

Attendees

Trash cans

Sitting area for eating food

Money/boxes/bag/counters

PR

Hot dogs/bun/condiments

Chips

Water

Mini pumpkins

Vendors

Food volunteers

Paper towels

Kiddie train

Kiddie train volunteers

BACA

Face painting

Clown / balloons

Vendors

Arvest

North Heights Rec Center

LA Fitness

Evolve Chiropractic

Callie Mathews

Michael's

T-Shirt Shop

All Levy businesses

Metro PCS

Sickle cell folks from UAMS

Injury Prevention Center at ACH

Next meeting 8/10/17 at 4:30 pm – meet at Arts Marine in the parking lot to walk the trail and take pictures for event planning

8/10/17

Crissa George, Jenna Rhodes

Senor Tequilas

LA Fitness is on board – they need space for their tent, bringing an LA Fitness backdrop and pretend 100 pound barbell for photos, bringing a table, handing out 1 day passes, bringing fitness coaches to lead fitness activities – want to be listed on promotional materials as co-sponsor

Residence Inn and Fairfield Inn North Little Rock – buying 80 hot dogs, 80 chips, ketchup and mustard packets, boats, and napkins – Jenna wants to include them as a co-sponsor on promotional materials

Need to ask Kroger or a church to donate 80 hot dog buns

Need to ask CAW for bottled water donation

Talk to Dan about what we need from Neighborhood Services